

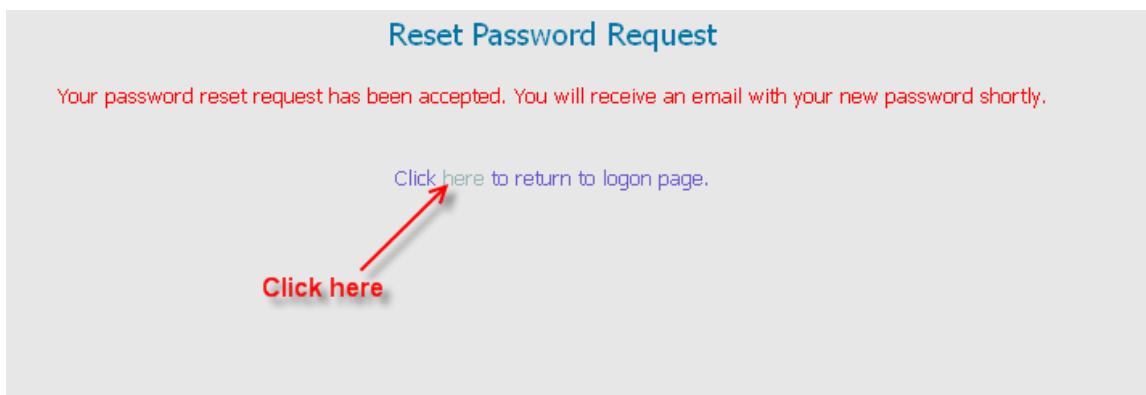
Instruction – Resetting Passwords

After three unsuccessful attempts to login, users will be locked out of the system.

All users have the ability to reset their own password if they have forgotten it. Only those who have an email address entered into eOPF will be able to do this.

This is the screen you will see:

Instruction – Resetting Passwords



This is what the body of the email message looks like:

Your new Password is as follows:

QYB_Sigf

Please login using this new password. Once logged in, you will be prompted to change this password to a password of your choosing. The new password must be at least 8 characters in length, contain an upper case letter, lower case letter, a number, and a special character.

If you have questions or problems please email them to eOPF_question@psc.gov.

If you are unsuccessful, an email will automatically be forwarded from eOPF to eOPF_question@grcm.com. You will receive your new password via email within a day or so.

Once you log into eOPF using your new password, you will be prompted to change the password.

Instruction – Resetting Passwords

eOPF Web Logon

DHHS eOPF v2.1.0.21 Production -----
For login assistance send email to
eOPF_question@psc.gov

eOPF ID:

Password:
 ← Copy and paste the password from the email message here

Server:

Database:

← Click submit

[Forgot your password?](#)

Please change your password.

You must change your password.

Old Password: **← Copy and paste the password from the email message here**

New Password: **← Type your new password here and here**

Password Confirm: **← Type your new password here and here**

← Click Reset Password

IMPORTANT - Password requirements: The password must be at least 8 characters in length, contain an upper case letter, lower case letter, a number, and a special character. Note: The special character cannot be the first character of your password. For a list of valid special characters, go here: <http://hr.od.nih.gov/eOPF/ValidSpecialCharacters.htm>.

Instruction – Resetting Passwords

Once you log in with your new password you will be taken to the Welcome screen.



The screenshot shows the 'Welcome to the eOPF System' page. On the left is a vertical navigation menu with buttons: 'My eOPF', 'Search eOPF', 'Change Email', 'Emergency Data', 'Change Pwd', 'Admin Tools', 'Print Folder', 'Batch Print', 'Reports', and 'Logout'. The main content area has a title 'Welcome to the eOPF System' and a red callout box stating 'You should see the Welcome screen'. Below the title is an 'Introduction:' section explaining that the eOPF system contains electronic copies of personnel documents and provides contact information for assistance. A welcome message follows, reminding users to check their email address. A link is provided for more information. The 'User Info:' section displays the user's email, the date the emergency data was last updated, and the password expiration date.

Welcome to the eOPF System

You should see the Welcome screen

Introduction:

The eOPF System contains electronic copies of the documents that make up your Official Personnel File. The documents with yellow lines (some SF-50s) were sent directly from EHRP to eOPF. All other documents in your folder were scanned and imported into eOPF. Questions concerning specific personnel actions should be sent to the appropriate HR representative. For other assistance send email to eOPF_question@psc.gov.

WELCOME HHS eOPF USERS! Please check your eMail address - see the tabs on the left side - and make sure it is filled in and correct. Without an updated email address you will NOT receive emails notifying you of new documents being placed into your eOPF and the automated password reset will not work.

[Click here for more information on the HHS intranet eOPF website.](#)

User Info:

Email: dp140h@nih.gov
Emergency Data last updated on: 5/23/2005
Password will expire in: 90 day(s).